

San Antonio Conservation Society
JOB DESCRIPTION

JOB TITLE: Museum Attendant

Incumbent: Pending

Supervisor: Vincent Michael

Evaluated by: Vincent Michael

JOB SUMMARY

Serves as the Museum Attendant Conducts tours of the San Antonio Conservation Society Foundation Museums: The Edward Steves Homestead and the Yturri-Edmunds Homestead.

REQUISITE SKILLS/EDUCATION

1. Requires a high school education and 1-2 years of working experience in a related field.
2. Be knowledgeable about the general history of San Antonio; the neighborhood history; the museum site, its history and furnishings and can communicate this information to visitors.
3. Be able to keep accurate records of the tours and financial transactions.
4. Has a working knowledge of The Conservation Society of San Antonio.
5. Must be able to work with volunteers and the public by maintaining a pleasant demeanor.

JOB DUTIES

1. Opens and closes property according to stated hours and ensures site security.
2. Conducts museum tours as required.
3. Collects entrance fees, maintains a record of visitors, and documents sale of merchandise.
4. Assists in keeping site presentable to public.
5. Notes suspected maintenance problems and reports to the Property Maintenance Foreman.
6. Must be flexible and perform other duties as required.

PHYSICAL FACTORS

- Frequently climbs staircase
- Lifting and carrying 20 pounds
- Frequent bending, kneeling and reaching

JOB DESCRIPTION EFFECTIVE: March 10, 20022

ANNIVERSARY DATE:

CLASSIFICATION: Non-Exempt, part time hourly

Approved by: _____
President, San Antonio Conservation Society Foundation